

August 14, 1970

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held 8:00 a.m. August 14, 1970 in the Lecture Room. This was the regular meeting which had been postponed from August 12.

Members present: Howard Hummer, Donald Kraft, Mrs. Selma Petty and Rabbi Karl Weiner, Miss Mary Radmacher, Chief Librarian.

Minutes of the regular meeting, held July 22, 1970 and the special meeting held August 5, 1970 were approved as submitted on motion by Mrs. Petty seconded by Mr. Kraft. Motion carried.

Financial statements for the General Operating Budget, Reserve Fund for the Purchase of Sites and Buildings and the Contract with the North Suburban Library System on Coordinated Acquisitions Program on American Literature were approved and accepted on motion by Mr. Kraft seconded by Mr. Hummer. Motion carried.

Motion by Mr. Hummer seconded by Mr. Kraft which, on roll call vote, carried unanimously.

Motion: That the lists of bills for the General Operating Budget for the period July 8 - 31, 1970, in the amount of \$260.34 and August 12, 1970 in the amounts of \$7,522.26 and \$8,743.10; the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$13,453.87; and the NSLS-CAP in the amount of \$2,992.80, be approved for payment.

Circulation Report for the month of July, 1970 was approved and ordered to be placed on file. Since this report showed a decrease in the amount circulated the previous year, Mr. Kraft suggested for any future reference the report be earmarked that the Library was closed on Saturday during this summer and the bookmobile was not in operation.

The Librarian submitted the figures from the bond sale as follows: \$2,977,504.44 total proceeds; \$2,549,609.83 in U. S. Treasury Notes; \$95,027.64 accrued interest; \$100,000 in escrow in Harris Bank in the form of a Certificate of Deposit; \$100,000 in escrow in Old Orchard Bank in the form of a Certificate of

deposit; and \$132,867.44 in cash in Old Orchard Bank. Because of meeting the first interest payment in January it was required by law to have the \$100,000 in escrow.

Discussion about the set-up of the Construction Fund. Since such a large amount of the proceeds from the bond sale was invested by Mr. Kahn, it was the consensus that the Library should have an accounting of all interest earned to guarantee its deposit in the Library Construction Fund. Mr. Kraft suggested asking Mr. Kahn to attend the next Board meeting to more fully explain the figures of the bond sale or, if this cannot be done, fully explain them to Miss Radmacher so she, in turn, could pass the information on to the Board.

A letter to Rabbi Weiner from Mr. Di Leonardi expressing his opinion on the Library's Construction Fund was distributed. The Librarian said details concerning checks and the signatures have been clarified. She further reported that the Operating Budget and Reserve Fund for the Purchase of Sites and Buildings have been reimbursed by the Construction Fund.

Regarding the purchase of the Schroeder property at 5223 Oakton Street, Mr. Di Leonardi has prepared an offer in the form of a letter for the Schroeders to sign. Mr. Lindberg will continue the negotiations.

The Librarian asked the Board whether a policy should be established on refunding non-resident fees on recently purchased cards. She explained there are patrons from Evanston who purchased cards in June, 1970. Discussion followed of whether to refund the money or extend the time on the card beyond the trial period of the reciprocal borrowing arrangement. Rabbi Weiner requested that since it is such a one-time situation, the Board specifically act on the two applications by returning these borrowers their money, but are not bound by any precedent, since these cards were bought when negotiations were in the process. Motion by Mrs. Petty seconded by Mr. Kraft which, on roll call vote, carried unanimously.

Motion: That a refund in the full amount of the price of the card be given to Mrs. Robert Unferth and Cathy Johnson, of Evanston, since these two cards were purchased at a time when the policy of reciprocal borrowing was already in the process of negotiation and this refund be made from the daily collection of fine money.

The Librarian reported receiving an inquiry from some teachers about obtaining a free card in the Skokie Public Library because they are faculty members at Oakton College. In discussion the following points were covered: 1) the college is not in Skokie; 2) faculty members of Oakton College may request inter-library loan service through their own libraries; and 3) Skokie students attend many other colleges in the area. Motion by Mr. Hummer seconded by Mr. Kraft which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library not supply free cards to the faculty at Oakton College.

The Librarian submitted copies of the Recommended Professional and Clerical Salary Scale, dated August, 1970 for the Board's approval. Discussion followed during which Mr. Kraft emphasized the fact of the Board's policy making responsibilities as being completely separate from administrative responsibilities which belong to the Chief Librarian. Mr. Kraft made the following motion seconded by Mr. Hummer which, on roll call vote, carried unanimously.

Motion: That the Professional and Clerical Salary Scale, dated August, 1970, as presented by the Chief Librarian, be accepted by the Skokie Public Library Board.

In line with the recommendation of the committee meeting of August 5, the following motion was made by Mr. Hummer seconded by Mrs. Petty which, on roll call vote, carried unanimously.

Motion: That the salary for this fiscal year of the Chief Librarian be increased in the amount of \$1,250.

Motion by Mr. Hummer seconded by Mrs. Petty which, on roll call vote, carried unanimously.

Motion: That there be a particular consideration given to Mrs. Sarver and Mr. Smith to have their salary increased in excess of the scale's annual increment.

Discussion was held regarding a change of time for the regular Board meeting which is now held the second Wednesday of the month at 7:30 p.m. An earlier time of 4:00 or 4:30 was recommended. Although Mr. Hummer, Mr. Kraft, Mrs. Petty and

Rabbi Weiner appeared to be able to conform to this time, it was decided to take no action on this recommendation until the full Board was present. The next Board meeting will be held at the regularly set time of 7:30 p.m. September 9. Miss Radmacher will poll the other members to get their reaction to an afternoon meeting.

Mr. Kraft mentioned the parking on the east and south side of the Library and recommended reminding the staff to park their cars at the farthest going away from the entrance in order to leave the choice spaces for the patrons.

Meeting adjourned at 9:45 a.m. on motion by Mrs. Petty.

Selma Petty - Secretary